

## Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

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August 2015

## Municipal Records Retention Schedule

See also the [General Records Retention Schedule](#), [Ambulance District Records Retention Schedule](#), [Fire District Records Retention Schedule](#), [Hospital and Health District Records Retention Schedule](#), [Library Records Retention Schedule](#); [Police Clerk Records Retention Schedule](#), [County Clerk-Election Authority Records Retention Schedule](#).

## Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

## What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

## Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
- Survey Forms.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

## The Value of Local Government Records

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

## **Statutory Authority for Establishing Records Retention Requirements**

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

## **Application of the Records Retention Schedule**

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules>

## **Destruction of Records**

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

## **Preservation of Permanent Records**

A fundamental, yet often neglected obligation of local government is to care for its permanent records-in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium-

paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

*The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.*

### **A Note about Electronic Records**

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

### **Vital Records**

Certain records are so important to the essential operations of a government or to the protection of the rights and property of citizens that the records are considered vital. Vital records require special safeguards to ensure that the information and evidence in the records will survive a disaster.

The best method to safeguard vital records is to store a duplicate copy in another location (i.e., bank vault, off-site private storage, or Secretary of State's Office). In many instances, duplicate copies are created as part of the regular operating routine of the office—security copies on computer tapes, microfilm, or paper copies distributed to other offices or agencies. If these copies and the originals are stored in separate buildings, these vital records are adequately protected.

### **A Note about Retention Periods**

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

Retention Definitions:

**COA=Completion of Audit.** Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

**DCA=Destroy in Current Area/Reference.** Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

### **Modifications and Additions**

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

**For further information on any records management or preservation issue, please contact:**

Missouri Secretary of State  
Local Records Preservation Program  
PO Box 1747, Jefferson City, MO 65101-1747  
Telephone: (573) 751-9047  
[local.records@sos.mo.gov](mailto:local.records@sos.mo.gov)

## **Contents**

Administrative Records .....	5
Animal Control Records .....	8
Building Codes Records.....	9
Cemetery Records .....	10
Financial and Accounting Records.....	11
Parks and Recreation Records .....	17
Forestry and Landscaping Records .....	17
Plans and Zoning .....	18
Public Works Records (Streets, Sewer, Refuse, Etc.).....	19
Special Facilities Records .....	21
Transportation and Transit Records.....	22
Airport Records .....	23
Utilities (Gas, Electric, Water, Steam) .....	24
Index .....	27

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# Municipal Records Retention Schedule

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See also the [General Records Retention Schedule](#), [Ambulance District Records Retention Schedule](#), [Fire District Records Retention Schedule](#), [Hospital and Health District Records Retention Schedule](#), [Library Records Retention Schedule](#); [Police Clerk Records Retention Schedule](#), [County Clerk-Election Authority Records Retention Schedule](#).

## Administrative Records

### 0001

#### Accident Report Files

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Reports describing accidents involving city employees resulting in personal injury

May include copies of Workers' Compensation claims

5 years after case concluded

Destroy securely

### 0003

#### Annexation Records

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Records used to annex property into city boundaries

May include correspondence, petitions, maps, surveys, and official annexation action.

6 years after recorded in minutes

Destroy

### 0008.2

#### Budget Adjustments

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year

5 years

Destroy

### 0012

#### City Seal

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Records documenting the current and past city seals

Permanent

Archive; microfilm for preservation

### 0015.1

#### Maintenance Guarantee Bonds (Private Development)

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Term of contract plus term of bond plus 4 years

Destroy

**0020**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Employee Suggestion Forms**

Records for suggestions by employees for programs, awards, or administrative action

Destroy when no longer of administrative value

Destroy

**0022**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Franchises: Utilities, Cable TV, etc.**

Records regarding franchises granted by the city to utility companies or other non-public organizations permitting them to provide services within the city. NOTE: VITAL RECORDS: see introduction for further guidance

Expiration/cancellation of franchise plus 5 years

Destroy

**0024**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Historic Preservation Files**

Records relating to historical preservation programs and projects in the city, be it individual historical structures or a district of the city

May include correspondence, plans, studies, progress reports, and grant records

Permanent for historical purposes

Archive; microfilm for preservation

**0028**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Land Trust Property Record**

Removed, see General Records Retention Schedule, GS 103 Land Trust Property Records

**0029**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Landfill Files**

City Dump Records

Records dealing with the conception, implementation, and running of the city landfill

May include studies, costs, appraisals, testing, regulations, applications and reports of local, state, or federal agencies

Permanent

Archive; microfilm for preservation

**0029a**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Landfill Files Certificate of Insurance**

Records to verify that a hauler has insurance coverage and indicates the amount of coverage; submitted annually by the company and have an annual expiration date

5 years

Destroy

**0030**

*Also Called:*  
*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Landfill Fee Records**

Daily Solid Waste Record; Solid Waste Tonnage Fee Form

Documents the quantity of waste material subject to fees, the dollar amount of fees collection, the collection costs incurred and the total dollar amount of waste tonnage fees.

May include: time shipment received or sent, name of individual or company transporting, type of waste, name and address of disposal area to which waste is transported, payment received or due.

3 Years

Destroy

See RSMo 260.330; 10 CSR 80-2.80

August 25, 2015

**0039**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Petitions**

Petitions signed by citizens requesting action by the city on issues of concern

May include petitions of initiative, referendum, recall, vacation of public rights of way, etc.

5 years, retain vacation of public rights of way with ordinances

Destroy

**0043**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Proclamations**

All official proclamations issued by the mayor, board, or council

1 year after recorded in official minutes, if not in minutes, retain permanently

Destroy those records not permanent, archive and microfilm those that are permanent

**0048**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Index of Files**

Index relating to all city files, often organized by major categories of records

Permanent

Archive

**0054**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**County Recording (official): Plats, Ordinances, Contracts, etc.**

Register of official recording activity with County Recorder and Secretary of State. NOTE: VITAL RECORDS - see introduction for further guidance

Permanent

Archive

**0057**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Lost and Found**

List of articles turned into the office

Date found, date released or other disposition

5 years, including audit

Destroy

# Animal Control Records

## 0101

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## Animal Bite Records

Records documenting any animal biting incident

May include type of animal inflicting the bite, animal's owner, animal's history, name and address of patient, date bitten, location of wound, attending physician, treatment and results of observation of animal for signs of rabies

2 years after bite report

Destroy securely

## 0102

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## Animal Control Cards

Records documenting the history of every animal received at the shelter

May include record of capture, identifying information, animal's condition, whether animal is claimed or unclaimed, and disposition of the case

2 years

Destroy

## 0104

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## Investigation Logs and Reports

Chronological record of investigations of incidents and cases handled by animal control officers

May include location of capture, action taken, case number, and by who case was initiated

2 years

Destroy

## 0105

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## Pet and Animal Licenses or Permits

Dog License

Records documenting all licensed animals in the city

5 years after expiration

Destroy

## 0107

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

## Animal Control Enumeration Records

Periodic count and registration of all animals and pets in the city subject to immunization and licensing

3 years

Destroy

**0108***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Ownership Verification Records, Animals**

Records necessary to reclaim an animal when a summons has been issued

2 years after court date

Destroy

**Building Codes Records****0205***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Certificates of Occupancy File**

Records that certify that a building complies with the minimum standards required by state and local laws

May include building name, location, occupancy, classification land limitation, date issued, fee, building permits and fee schedules

Permanent until superseded

Destroy

**0207***Also Called:**Function:**Content:**Retention:**Retention Change:**Disposition:**Note:**Approval Date:***Dangerous Building File**

Records relating to the demolition and boarding of buildings deemed unfit for human habitation by building inspectors.

May include building reports, letters to property owners, and demolition documents. May include copies of contracts and payment documents.

5 years after assessment is paid if building/structure is demolished or boarded-up by the city. All other demolitions or boardings of buildings by owner, 1 year after case is closed.

Destroy

August 28, 2012

**0208***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Monthly Reports of Building Permits Issued File**

Records compiled for the U.S. Bureau of the Census on the number of residential and commercial building permits issued and local public construction

3 years

Destroy

**0210***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Standardized Building Codes**

Printed code books containing standard codes used in the enforcement of building construction by city building inspectors

Permanently as revised and updated - for administrative, legal, and historical purposes

Destroy

**0211**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Street Address Log**

Street Information Card; Street Number Locator Book

Master list of current streets and house numbers

May include street number and lot number

Until superseded or no longer needed for reference

Destroy

**0215**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Certificate of Compliance: Building Codes**

See note

Until superseded

Destroy

**0217**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Building Code Inspection and Enforcement File**

Elevator Code Inspection; Mechanical Code Inspection; Plumbing Code Inspection; Property Maintenance Code Inspection; Electrical Code Inspection; Fire and Life Safety Code Inspection; Inspection File; Playground Inspection; Fire Hydrant Inspection; Automatic Alarm Test and Maintenance File

Records used in the inspection, enforcement, and possibly certification of building codes

5 years, or 5 years after defects corrected

Destroy

**Cemetery Records**

**0303**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Cemetery Register**

Lot Owner Card File

Records kept in ledger form showing all lots; NOTE: VITAL RECORDS: see Introduction for further guidance

May include plat location, name of purchase, deed number, price of lot, and date of purchase

Permanent for historical purposes

Archive; microfilm for preservation

**0304**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Deed Books**

Records that certify ownership of cemetery lots, numbered or unnumbered; NOTE: VITAL RECORDS: see Introduction for further guidance

May include forms stating name of plot owner, location of plot, date of purchase, and plot dimensions

Permanent for historical purposes

Archive; microfilm for preservation

**0305**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Interment Record Cards**

Interment Registers

Records that serve as a cross-reference to the cemetery books and registers

May include the name of the deceased, location and date of burial

Permanent for historical purposes

Archive; microfilm for preservation

## Financial and Accounting Records

**0704**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Bank Loans Files**

Records documenting outstanding financial obligations incurred by the city in the form of bank loans

Until cancellation of loan plus 5 years

Destroy

**0706**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Bonds and Coupons**

Records documenting retired individual bonds and their coupons

5 years after cancellation date, plus completion of an outside audit

Destroy

**0706.1**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Bonds and Coupons: City Reconciliation Files**

For registered and non-registered bonds, records of individual issue statements from the bank, combined with municipal working papers used to reconcile the payment of bonds to the general ledger

10 years after final maturity of bond issue

Destroy

**0707**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Bonds Issued**

Records relating to the financing of municipal projects through bonded indebtedness;

NOTE: VITAL RECORDS: see Introduction for further guidance

May include proposals, audits, correspondence, signed contracts pertaining to the project, and the original financial instruments or copies of them including bond

transcripts, affidavits of publications, and ordinances authorizing the sale of the bonds

10 years after final maturity; Rejected Proposals, 5 years

Destroy

**0713**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Depreciation Schedules File**

Records that document the useful life of city-owned equipment and property for capital equipment budgeting and other financial planning and control purposes

Life of equipment plus 3 years

Destroy

**0714a**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Financial Disclosure (non campaign)**

Pertains to records created prior to January 1, 1991 when the State Financial Disclosure Law became effective; declaration of financial records of employees who make binding decisions, issue licenses and permits, and have the power to contract or are empowered to adopt rules and regulations

5 years after the person filing the information leaves office

Destroy securely

**0717**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Journal Entries, Journal Vouchers**

Records of adjustments to financial accounts and created in order to balance the city's books; NOTE: VITAL RECORDS: see Introduction for further guidance

May include debits, credits, reason for adjustment, date, and amount

5 years

Destroy securely

**0718**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Motor Fuel Usage Reports File**

Documentation of gasoline, oil, and diesel fuel used by city vehicles

May include logs or other records documenting miles on city motor vehicles, gallons of fuel used, person taking fuel, department of vehicle, and bills or invoices

5 years

Destroy

**0720**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Street Paving File: Special Assessment Files**

Records used to account for street paving funds, verifying revenue contributions from citizens

May include street, property owner's name, amount due, and date of paving

5 years after last collection

Destroy

**0730a**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Victory Tax Withholding Record**

This was a World War II-era record and is no longer generated

5 years

Destroy

Obsolete record series

**0734a***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Convention and Tourism Tax Return**

Records documenting all tourism tax collected from food establishments and hotel/motels covered by a municipal convention and tourism ordinance  
 May include quarterly, monthly, and quarterly-monthly returns showing gross receipts, gross adjustments, calculated taxable sales and penalties, interest due, amount due, and amount paid

5 years

Destroy

**0742***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Ad Valorem Tax Records**

Listing of merchants and manufacturers or professional establishments for purposes of collecting certain taxes; record has been discontinued

6 years

Destroy

**0743***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Building Inspection Sheet File**

Copies of building permits used for appraisal purposes based on property improvements

5 years

Destroy

**0745***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Delinquent Tax Report Files**

Record showing residents who owe delinquent real estate and personal property taxes to the city

May include name, legal description of property, amount due, amount paid, penalty, interest, and Certificate of Redemption

6 years except certificate of redemption, which need only be retained 2 years

Destroy

**0746***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Earnings Tax Records**

Records that document earnings taxes collected from residents and employees who work within the city limits; collected in certain cities

May include Employees Quarterly Report of Taxes withheld and information such as W-5 years including audit

Destroy securely

**0747***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Personal Property Tax Records**

A record of residents who owe city taxes on personal property  
 May include name, property, assessed value, and amount owed

6 years; evaluate for historical purposes

Destroy

**0747.1 Intangible Property Tax**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Records associated with financial institution tax or other types of intangible property taxation.

May include name, taxes levied and payments made.

6 years

Destroy securely

**0747.2 Poll/Road Tax**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

A list of residents in certain road districts or areas that owe taxes or labor for road improvements

May include name, address, district, and amount of tax paid or labor done

Permanent (this record is no longer generated and is a historic record)

Archive, microfilm for preservation

**0748 Real Property Transfer Slips**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Records from the assessor and collector relating to the transfer of property from an individual or company to another individual or company

3 years

Destroy

**0749 Real Estate Tax Records**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Records documenting the collection of real estate taxes from city residents

May include name, property description, valuation, taxes owed, date paid, amount paid, copies of building inspection and permit records which have altered the value of the property or cross-reference notations to such files, and possibly records relating to circuit breaker provisions for those who qualify

6 years; evaluate for historical purposes

Destroy

**0750 Special Tax Assessments**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

Records pertaining to special tax assessments for road, street, sewer connection services, etc. where the property owner may be charged for certain improvements of services

6 years after due date and final payment

Destroy

**0752 Tax Anticipation Notes**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

All records relating to tax anticipation

5 years

Destroy

**0753**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Tax Assessment Files**

Records relating to assessments for real estate taxes

May include name, property description, and working papers used to arrive at assessed valuation

6 years including audit

Destroy

**0753a**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Withholding Coupons, RD 130**

Vouchers used in Kansas City when taxpayers remit withholding tax payments

May include name, FID number, account number, tax period, and amount of payment; coupons are later compiled and reconciled on other forms (RD 110 and 113) which are kept for 5 years

1 year

Destroy

**0756**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Bonds: Performance/Capital Projects**

Term of bond plus 10 years

Destroy

**0756.1**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Performance Bond (Private Development of Streets, Sidewalks, Sewers, etc.)**

5 years

Destroy

**0757**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Bonds: Maintenance Guarantee (Capital projects)**

Term of contract statute of limitations

Destroy

**0758.1**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Bond For Lost Checks or Warrants**

Documents that support the reissuance of payment to cover lost or stolen city issued checks or warrants

May include statements by payees that they have not received or have not cashed the check or warrant in question, as well as a notice to stop check or payment

5 years

Destroy securely

**0764**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Surplus Property**

Surplus Personal Property; Surplus Real Property

Records pertaining to property owned by the city that has been declared surplus  
May include declarations, advertisements, notices, and transfer papers

5 years

Destroy

**0767**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Drivers Listing (Fee Office)**

A daily listing of all transactions pertaining to drivers licenses; this is a copy of the original sent to the Department of Revenue

2 years

Destroy

**0768**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Audit Copies (Fee Office)**

Copies of title applications and license renewals; originals are a permanent record in the Department of Revenue

2 years

Destroy

**0769**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Rejections (Fee Office)**

Notice of correction required from the Department of Revenue concerning an error on an original transaction

2 years

Destroy

**0770**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Daily Report Sheet (Fee Office)**

Internal planning report combining motor vehicle and drivers information

As long as has reference value

Destroy

**0772**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Refuse Rebate Application**

Requests made by apartment complex owners to obtain reimbursement by the city for private refuse collections

5 years after application becomes inactive

Destroy

**0773**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Data Entry Coding**

Record of transactions to be entered in computer database files (used for updating files such as financial accounting maintenance)

5 years after all defects have been corrected

Destroy

**0774**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Remittance Advices**

5 years

Destroy

**0801**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Food Handler Inspection Records**

5 years after approved inspection

Destroy

**Parks and Recreation Records**

**1001**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Maintenance: Parks, Parkways, and Recreation Areas**

5 years

Destroy

**Forestry and Landscaping Records**

**1010**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Tree and Shrub Planting and Maintenance File**

Records describing the planting and maintenance of trees and shrubs on city-owned property

May include tree and shrub location, type, date of planting, and maintenance

Permanent as updated or revised

Destroy outdated material

**1011**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Horticulture/Greenhouse Planting and Maintenance File**

Records describing short-lived annuals and perennials planted on city-owned property

May include plant location, type, date of planting, and maintenance

3 years

Destroy

**Plans and Zoning****1201**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Development (Land) and Applications**

Permanent

Archive; microfilm for preservation

**1202a**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Field Notes (Survey)**

Written records, usually involving legal descriptions, accompanying surveys of property within the city limits

May include legal description of property, date of survey, and name of surveyor

Permanent

Archive; microfilm for preservation

**1203**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Rezoning Requests**

Application for Zoning Determination

Applications for rezoning

May include surveys, correspondence, petitions, and meeting minutes

Accepted request - Permanent; denied requests - 5 Years; withdrawn request that have been publicized, placed on an agenda, or heard - 5 Years\*

Permanent records - archive, microfilm for preservation; denied records - destroy

\*If withdrawn before being publicized, scheduled, or heard, may be treated as non-record and destroyed.

Revised August 19, 2014

**1204**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Variance Requests: Building and Zoning Requirements**

Applications for variance and supporting documents

May include surveys, correspondence, petitions, and meeting minutes

Approved request - permanent; denied request - 5 years; withdrawn request that have been publicized, placed on an agenda, or heard - 5 Years\*

Permanent records - archive, microfilm for preservation; denied records - destroy

\*If withdrawn before being publicized, scheduled, or heard, may be treated as non-record and destroyed.

Revised August 19, 2014

**1205***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Zoning Violations: Written Notice (Citation)**

May include petitions, notices of violation to the zoning board, correspondence, and meeting minutes

5 years after correction of violation

Destroy

**1206***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Zoning Notices From County**

Written Notice of Public Hearing

5 Years From Date Received

Destroy

**Public Works Records (Streets, Sewer, Refuse, Etc.)****1301***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Engineering Drawings and Blueprint File**

As-built engineering drawings and blueprints of all facilities owned or managed by the city NOTE: VITAL RECORDS: See Introduction for further guidance

May include maps of streets, highways, water lines, sewage treatment plants, utilities, and other municipal facilities

Permanent

Archive; microfilm for preservation

**1302***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Laboratory Reports: Sewage, Water, Etc.**

Bacteriological Reports, Bact-Ts

Results of tests done on waste water and filtered water regulated by the city

5 years

Destroy

**1303***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***State and Federal Compliance Reports: Waste Water Treatment Plant**

Reports filed with state and federal agencies monitoring the city's compliance with government regulations

May include applications, recycling permits and reports, water treatment permits and reports, and other permits for solid waste and sewage treatment lagoon processes

5 years

Destroy

**1304**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Sewage Treatment Monitoring Reports**

Records used to monitor and report on the operations of the city sewage treatment plant and sewage treatment lagoons

May include lab reports and amounts of waste processed by the system

5 years

Destroy

**1306**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Street Paving Log Book**

Provides a record of street maintenance

May include a summary of streets paved listing street name, material used, cost, date, and other related information

10 years after last entry in book

Destroy

**1317**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**City-owned Buildings Plan**

May include plans and specifications for city buildings

Life of structure; evaluate for historical value

Destroy

**1317a**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Structure Inventory and Appraisal Sheet**

Permanent and update for the life of the inventory

Destroy

**1318**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Equipment, Public Works Check In/Out Cards**

Record of municipal public works equipment temporarily removed on a regular or periodic basis from its authorized place of storage

Possibly may include type of vehicle or equipment, name of person checking it out, time of check-out, time returned, and any problems experienced

2 years

Destroy

**1322**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Street Design Improvement Files**

Reports used to assess cause of accidents on city streets and make street design improvements in order to reduce accidents

May include collision diagrams showing time, direction of approach, weather, type of accident, pavement, accident severity, time of year, type of vehicle, and related documents

5 years

Destroy

**1323****Backflow Prevention Testing Records**

*Also Called:*

*Function:*

Documents tests to check for water contamination

*Content:*

*Retention:*

5 years

*Disposition:*

Destroy

*Note:*

Department of Natural Resources mandated test, see 10 CSR 60-11

*Approval Date:*

August 28, 2012

**Special Facilities Records****1401****Event Files**

*Also Called:*

*Function:*

Records relating to the leasing of municipal facilities to various groups

*Content:*

May include scheduling, license checklist, equipment rental requests and invoices, contracts, licenses, seating charts, floor plans, work orders, and sales and service reports

*Retention:*

5 years after expiration or cancellation of lease

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**1402****Special Facilities Regulations**

*Also Called:*

*Function:*

City, state, and federal regulations unique to the operation of a municipally owned facility

*Content:*

*Retention:*

5 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**1403/1404****Facility Event and Recreation Program Scheduling and Reservation File**

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**1405****Schedule of Admission and Use Fees and Charges**

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 years after superseded

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**1406**

*Also Called:*  
*Function:*

**Trust Fund and Event Control Card**

Record of total projected amount of rental fee paid by lessee of city-owned facilities, which is held in a trust fund until completion of contract; account is closed after funds are transferred to the city

*Content:*  
*Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

5 years  
Destroy

**Transportation and Transit Records**

**1501**

*Also Called:*  
*Function:*  
*Content:*

**Bus Route Planning File**

Records used to establish and modify the city transit route system  
May include ridership projection studies, maps, population surveys, schedule plans and modifications

*Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

10 years  
Destroy

**1502**

*Also Called:*  
*Function:*  
*Content:*  
*Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

**Charter Bus Service Files**

Records used in managing charter rentals of transit system buses to private groups  
May include charter rentals, agreements, invoice statements, receipts, and correspondence.  
3 years  
Destroy

**1503**

*Also Called:*  
*Function:*

**Daily Bus Passenger Reports / Drivers Daily Checklist**

A summary report documenting ridership and usually statistics of all buses per bus route in the city transit system  
May include operator name, number and type of fares, condition and appearance of airport shuttle buses and any maintenance problems

*Content:*  
*Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

5 years  
Destroy

**1504**

*Also Called:*  
*Function:*  
*Content:*  
*Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

**Transit Operation Receipts Summary Reports**

Reports documenting total fares received  
May include daily and monthly fares, ridership, revenue, route information, and fuel usage  
5 years  
Destroy

**1506**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Traffic Signals Intersection File**

Records related to traffic planning

May include studies, drawings of traffic controllers and intersections, signal permits, timing progressions, and turning count totals used for traffic control

10 years

Destroy

**Airport Records****1507**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Airports and Aviation Regulations**

Municipal, state, and federal regulations unique to the operation of a municipally owned airport

Permanent

Archive

**1508**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Airports: Crash Rescue Operations**

May include a daily station log listing incidents and action taken, monthly activity reports documenting activities such as responses, inspections, vehicle mileage and maintenance, tours, and agents

5 Years and review for historical significance

Destroy

**1509**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Airport Safety Officer's Reports and Logs**

Record that reports incidents relevant to the safety operations of the airport

May include first aid reports, daily logs, incident reports, photographs, and safety officer's court appearance file

7 years

Destroy

**1510**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Security Gate Entrance Application and Card File**

Records regarding clearance badges allowing badge holder entrance to the operations area

5 years after termination or retirement of the badge holder

Destroy

**1511**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Screening Activities Report**

Monthly report to FAA of all passengers boarded, detailing apprehensions for CCW (carrying concealed weapon)

6 months - subject to FAA regulations

Destroy

**1512**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Airport Condition and Inspection Reports**

Daily reports required by the FAA

May include the Light Inspection Report, Airfield Inspection Report, and Field Condition Report (NOTAM - Notice to Airmen)

6 months - subject to FAA regulations

Destroy

**1513**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Airport Pavement Maintenance Survey Records**

Airport Pavement Maintenance Inspection Records

Documents pavement maintenance management program

Inspection date; Location; Pavement Distress Type; Maintenance Scheduled or Performed  
5 Years

Destroy

Per the Federal Aviation Administration: Public Law 103-305, section 107, amended  
Title 49, Section 47105, of the United States Code

August 24, 2010

**Utilities (Gas, Electric, Water, Steam)****1601**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Cathode Protection File**

Records created and used in maintaining metal pipes

May include installation documents of anodes, test stations, rectifiers, and ground beds  
Until superseded or obsolete

Destroy

Cathodic protection is a technique used to control surface corrosion for water and gas  
pipelines

Revised, August 20, 2013

**1602**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Customer Account Card File**

Records showing a billing and payment history of all customers using city utilities

May include customer name and address, date account was opened, consumption,  
billing and payment history, date of account closure

5 years after last entry

Destroy securely

**1603**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Customer Service Deposit File**

A record of whether a resident paid a utility deposit, and amount  
May include customer name, address, account number, amount of deposit for connection, bills owed, cash stubs, book listings, and refunds of deposits for service terminations

2 years after deposit is refunded

Destroy

**1604**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Electricity Purchase Reports**

Transportation Charge; Wheeling Charge

Records showing daily and monthly electricity purchased to meet demand

May include invoice for transportation charge, capacity charge and total energy charge in megawatts, kilowatts and dollars

5 years

Destroy

Revised, August 20, 2013

**1605**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Filter Plant Files**

Monitoring data relating to the operation of the city filtration plant

May include daily logs, reports, lab and test reports, test results, quality control procedures, etc.

3 years

Destroy

**1606**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Federal Reports: Gas System**

Reports filed with the U. S. Department of Transportation documenting the number of miles of gas mains in the system

May include description of pipe system, extent of cathodically protected system, number of leaks in mains, and services performed during the year

20 years

Destroy

**1607**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Gas Leak File**

Leak Repair Records; Line Break Records; Leakage Survey; Line Patrol Record; Gas Line Inspection Record

Records documenting any leaks and repairs made to the gas line; report required for federal reporting compliance purposes

For records relating to leaks, inspections and repairs of transmission lines, Service Life of Line; For feeder lines, mains, service lines and other records, 6 Years

Destroy

See 4 CSR 240-40 (13)(F)

Revised, August 20, 2013

**1608**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Gas Purchase Reports**

Records documenting the quantity of natural gas purchased from distributors and used in the municipal gas system

5 years

Destroy

**1609**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Gas Tap Records**

Gas Work Orders

Work orders used to initiate gas service with new customers

Until superseded

Destroy

**1610**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Meter Books**

Record documenting consumption statistics gathered when meters are read

May include make of meter, size, number, street, customer's name and address, readings, etc.

5 years

Destroy

**1611**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Meter Reading Summary Reports**

Monthly summary of meter readings by customer account number for utility consumption

May include old and new readings and actual consumption

5 years

Destroy

**1612**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Odorant Usage Reports**

A compliance report filed with the Department of Transportation tracking odorants added to natural gas

May include odor level sampling reports, rectifier readings, and inspections which record levels of odorant

5 years

Destroy

**1614**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Service Interruption Records**

Service Interruption Log Book

Records documenting the interruption of utility services

May include date of incident, name of person reporting, location, actions taken, and result

3 Years

Destroy

Revised, August 20, 2013

# Index

- Accident Report Files, 5*
- Ad Valorem Tax Records, 13*
- Airport Condition and Inspection Reports, 24*
- Airport Pavement Maintenance Survey Records, 24*
- Airport Safety Officer's Reports and Logs, 23*
- Airports and Aviation Regulations, 23*
- Airports: Crash Rescue Operations, 23*
- Animal Bite Records, 8*
- Animal Control Cards, 8*
- Animal Control Enumeration Records, 8*
- Annexation Records, 5*
- Audit Copies (Fee Office), 16*
- Backflow Prevention Testing Records, 21*
- Bank Loans Files, 11*
- Bond For Lost Checks or Warrants, 15*
- Bonds and Coupons, 11*
- Bonds and Coupons: City Reconciliation Files, 11*
- Bonds Issued, 11*
- Bonds: Maintenance Guarantee (Capital projects), 15*
- Bonds: Performance/Capital Projects, 15*
- Budget Adjustments, 5*
- Building Code Inspection and Enforcement File, 10*
- Building Inspection Sheet File, 13*
- Bus Route Planning File, 22*
- Cemetery Register, 10*
- Certificate of Compliance: Building Codes, 10*
- Certificates of Occupancy File, 9*
- Charter Bus Service Files, 22*
- City Seal, 5*
- City-owned Buildings Plan, 20*
- Convention and Tourism Tax Return, 13*
- County Recording (official): Plats, Ordinances, Contracts, etc., 7*
- Customer Account Card File, 24*
- Customer Service Deposit File, 25*
- Daily Bus Passenger Reports / Drivers Daily Checklist, 22*
- Daily Report Sheet (Fee Office), 16*
- Dangerous Building File, 9*
- Data Entry Coding, 17*
- Deed Books, 10*
- Delinquent Tax Report Files, 13*
- Depreciation Schedules File, 12*
- Development (Land) and Applications, 18*
- Drivers Listing (Fee Office), 16*
- Earnings Tax Records, 13*
- Employee Suggestion Forms, 6*
- Engineering Drawings and Blueprint File, 19*
- Equipment, Public Works Check In/Out Cards, 20*
- Event Files, 21*
- Facility Event and Recreation Program Scheduling and Reservation File, 21*
- Federal Reports: Gas System, 25*
- Field Notes (Survey), 18*
- Filter Plant Files, 25*
- Financial Disclosure (non campaign), 12*
- Food Handler Inspection Records, 17*
- Franchises: Utilities, Cable TV, etc., 6*
- Gas Purchase Reports, 26*
- Gas Tap Records, 26*
- Historic Preservation Files, 6*
- Horticulture/Greenhouse Planting and Maintenance File, 18*
- Index of Files, 7*
- Intangible Property Tax, 14*
- Interment Record Cards, 11*
- Investigation Logs and Reports, 8*
- Journal Entries, Journal Vouchers, 12*
- Laboratory Reports: Sewage, Water, Etc., 19*
- Land Trust Property Record, 6*
- Landfill Fee Records, 7*
- Landfill Files, 6*
- Landfill Files Certificate of Insurance, 6*
- Lost and Found, 7*
- Maintenance Guarantee Bonds (Private Development), 5*
- Maintenance: Parks, Parkways, and Recreation Areas, 17*
- Meter Books, 26*
- Meter Reading Summary Reports, 26*
- Monthly Reports of Building Permits Issued File, 9*
- Motor Fuel Usage Reports File, 12*
- Odorant Usage Reports, 26*
- Ownership Verification Records, Animals, 9*
- Performance Bond (Private Development of Streets, Sidewalks, Sewers, etc.), 15*
- Personal Property Tax Records, 13*
- Pet and Animal Licenses or Permits, 8*
- Petitions, 7*
- Poll/Road Tax, 14*
- Proclamations, 7*
- Real Estate Tax Records, 14*
- Real Property Transfer Slips, 14*
- Refuse Rebate Application, 16*
- Rejections (Fee Office), 16*
- Remittance Advices, 17*
- Schedule of Admission and Use Fees and Charges, 21*

*Screening Activities Report, 24*  
*Security Gate Entrance Application and Card File, 23*  
*Sewage Treatment Monitoring Reports, 20*  
*Special Facilities Regulations, 21*  
*Special Tax Assessments, 14*  
*Standardized Building Codes, 9*  
*State and Federal Compliance Reports: Waste Water  
Treatment Plant, 19*  
*Street Address Log, 10*  
*Street Design Improvement Files, 20*  
*Street Paving File: Special Assessment Files, 12*  
*Street Paving Log Book, 20*  
*Structure Inventory and Appraisal Sheet, 20*

*Surplus Property, 16*  
*Tax Anticipation Notes, 14*  
*Tax Assessment Files, 15*  
*Traffic Signals Intersection File, 23*  
*Transit Operation Receipts Summary Reports, 22*  
*Tree and Shrub Planting and Maintenance File, 17*  
*Trust Fund and Event Control Card, 22*  
*Variance Requests: Building and Zoning Requirements, 18*  
*Victory Tax Withholding Record, 12*  
*Withholding Coupons, RD 130, 15*  
*Zoning Notices From County, 19*  
*Zoning Violations: Written Notice (Citation), 19*